

Where **Multispace Parking Meter Kiosks** must be removed for sidewalk construction the department responsible for the work and the contractor performing the work shall notify The Boston Transportation Department (BTD) Operations Division no less than five (5) business days before sidewalk excavation is scheduled. The contractor is required to electronically send a list of meter numbers with locations (i.e. Meter numbers 001, 002 etc. on A Street between East First Street and East Second Street, even side) to the meter shop no less than five (5) business days before sidewalk excavation is scheduled. The BTD meter shop will remove the meters prior to the scheduled excavation.

Base foundations and anchor bolts must be reinstalled according the manufacturer specifications.

The department responsible for the work and the contractor will notify the engineer and BTD at least five (5) business days before the new foundations and anchor bolts are scheduled for installation. A BTD engineer will layout all multispace meter locations before foundation and anchor bolt installation.

Within forty-eight (48) hours after the new foundations and anchor bolts have been installed, the BTD meter shop shall be notified to re-install the meter(s)

Where **Single Space Meters** and meter posts are required to be removed for construction the department responsible for the work and the contractor performing the work shall notify The Boston Transportation Department (BTD) Operations Division no less than five (5) business days before post removal is scheduled. The contractor is required to electronically send a list of meter numbers with locations (i.e. Meter numbers AA001, AA002, AA003, AA004 etc. on A Street between East First Street and East Second Street, even side) to the meter shop no less than five (5) business days before post removal is scheduled. The BTD meter shop will remove the meters and meter post sleeves prior to the scheduled meter post removal.

The contractor is required to dispose of the old meter post(s) and replace with new meter posts. The old posts shall NOT be used. (Companies working under a contract where existing, undamaged meter posts can be used will be allowed to use old undamaged meter posts, provided, the undamaged meter post is not altered in any way and is installed according to BTD specifications) The meter post(s) must be installed so the top of the post is 36" above grade and 24" is below grade. Care must be taken to ensure the post is not damaged or deformed in any way during installation.

The department responsible for the work and the contractor will notify the engineer and BTD at least five (5) business days before the new posts are scheduled to be installed. A BTD engineer will layout all post locations before post installations.

Within forty-eight (48) hours after the new meter posts have been installed, the BTD meter shop shall be notified to re-install the meter post sleeves and meters.

BTD Meter Shop 617-635-3123 or 617-635-3122